



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0323N18

Human Resources Specialist I-III

Open Date: 3/23/18

Closing Date: 4/9/18

Vacancy exists

Salary: HR Spec. I: \$31,912- \$39,890- (Pay Grade 10)
 HR Spec. II: \$39,093- \$48,866- (Pay Grade 13)
 HR Spec. III: \$44,755- \$55,944- (Pay Grade 15)

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this county on your application).

**Position level (I, II, or III) and salary for this position are based upon the qualifications of the individual applicant.*

***Career Ladder: Upon satisfactory completion of department promotional standards and job requirements, employees may be eligible to be promoted to the next level (HR Spec. I to II; HR Spec. II to III).*

Summary Statement:

The incumbent reports to the HR Specialist IV and is responsible for performing Human Resources work to support the 300+ employees of the Superior Court. This position is located in Wilmington, but will support staff in all 3 Counties. Occasional travel to Kent and Sussex will be required.

Nature and Scope:

The incumbent will function as a generalist for all HR functions in Superior Court for over 300 employees in New Castle, Kent and Sussex County. Work will include the processing of pay, benefits, applicant services, pensions, vesting, FMLA, short term disability, worker's compensation, and a multitude of other HR related employee issues on a daily basis. The incumbent must be able to apply rules and regulations to complex situations, as well as be able to clearly explain and apply Judicial Personnel Rules to department heads and staff. The incumbent assures that all payroll/benefit/applicant services transactions are processed within mandated time constraints and departmental objectives. Responsibilities also include explaining benefit

programs to employees regarding eligibility, options and requirements for benefits such as insurance, pension, workers compensation, FMLA, Short Term Disability and other human resource related programs. The incumbent is responsible for all aspects of applicant services; establishment of registers, review of employment applications for minimum qualifications, maintaining certification lists and responding to questions from applicants, supervisors, managers, other state agencies and the public sector. Principal contacts are with employees, applicants, managers, supervisors, insurance companies, central agencies, and various other state and federal agencies for the research of records and files to obtain and explain information and resolve discrepancies. This position will also act as a back-up when the HR Specialist IV is out of the office.

Essential Functions:

- Daily contact with staff, other state agencies and others outside state government
- Interpreting, explaining and applying applicable state and federal laws, rules, regulations, policies and procedures.
- Review and prepare all human resources transactions for accuracy and compliance with judicial branch rules, federal/state guidelines and departmental procedures.
- Collecting, analyzing and evaluating data from a variety of sources and presenting/communicating information effectively.
- Providing recommendations, guidance and direction to management for the purpose of understanding, meeting organizational and operational goals and objectives and identifying resolving needs and resolving problems.
- Providing representation at meetings, presentations, and committees.
- Monitoring and ensuring compliance with state and federal laws, rules, regulations, policies and procedures, requirements, guidelines, and budgets.
- Providing information and guidance to employees, applicants, supervisors, and managers in areas of assigned human resources responsibilities regarding the processes, procedures and program requirements.
- Researching and resolving a myriad of problems associated with employee and applicant circumstances.
- Preparing memos, letters, reports and general correspondence in support of human resources activities.
- Representation of the department/agency at human resources meetings and job fairs.
- Providing technical assistance, training, and education to employees on relevant issues.
- Must be able to travel to Kent and Sussex Counties when necessary.
- Other duties as assigned by the Court Administrator.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification.

Applicants must specifically identify the position (level) which they are applying and must meet each of the following qualifications as it relates to that position. Failure in any one area will result in a rating of “**not qualified.**”

Minimum Qualifications for Human Resources Specialist I

Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field

OR

At least one year experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA

OR

1. At least two years experience performing paraprofessional human resource activities in a human resource office AND possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification OR for current State employees, the Office of Management and Budget Human Resource Certification.

2. Six months experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.

3. Six months experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.

4. Six months experience in narrative report writing.

Minimum Qualifications for Human Resources Specialist II

1. Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field **OR** possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification **OR** for current State employees, the Office of Management and Budget Human Resource Certification.

2. At least one year experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.

3. Six months experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.

4. Six months experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.

5. Six months experience in narrative report writing.

Minimum Qualifications for Human Resources Specialist III

1. Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field **OR** possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification **OR** for current State employees, the Office of Management and Budget Human Resource Certification.

2. At least two years experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.

3. Three years experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
4. Three years experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.
5. Six months experience in narrative report writing.
6. Knowledge of developing human resource policies or procedures.

Preferred Qualifications: Please address the preferred qualification separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualification will still be eligible for this position if minimum qualifications are met.

- Applicants currently having access to and proficiency in all three components of PHRST (HR, Benefits, Payroll) will receive preferential treatment.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action
Employer**